

# HEALTH INSURANCE PROGRAMS

**AGENCY NAME:**

ITEM REVIEWED		YES	NO	N/A	✓ COMMENTS
<b>A. CONSORTIUM</b>					
1.	Documentation that the Consortium allocated funds to the Health Insurance Program, per the local needs assessment.				
2.	Documentation of any eligibility criteria developed by the Consortium in addition to TDH criteria.				
<b>B. CONFIDENTIALITY</b>					
1.	Procedure for paying health insurance providers while protecting client's HIV confidentiality				
<b>C. CASE MANAGEMENT</b>					
1.	Documentation in client file that client meets:				
	• TDH eligibility criteria				
	• Consortium eligibility criteria, if any				
2.	Documentation in case files that the case manager assessed at intake:				
	• the client's health insurance coverage				
	• eligibility for the Health Insurance Program				
3.	Documentation in case file that the client knows of the responsibility to report changes in:				
	• income				

ITEM REVIEWED	YES	NO	N/A	✓ COMMENTS
• insurance status				
• insurance carrier				
• premium rates				
• co-payment/deductibles				
4. Documentation in case files that the case manager periodically re-evaluates clients needs				
5. Information in case file includes:				
• necessary information about the insurance provider (payee, address, verified premium amount)				
• amount of assistance for which the client is eligible				
• when payments were made				
<b>RECOMMENDATIONS</b>				